



AUTOMOTIVE EQUIPMENT OPERATOR II

Departmental Open

EXAM ID: 6ED02

Department(s):	Department of Education
Bulletin Release Date:	January 19, 2016
Final Filing Date:	February 16, 2016
Salary:	MONTHLY-RANGED-SALARY Range A - \$3,438.00 to \$3,958.00 Range B - \$3,770.00 to \$4,339.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Statewide
Location(s):	Pomona and Sacramento

INTRODUCTION

Actual testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EEO

The California Department of Education strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date.
FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

To apply for this examination, you must submit a complete examination application package. The following documents comprise the examination application package.

- **Employment Application (STD. 678)**
- **Qualifications Assessment Questionnaire and signed Affirmation Statement**
- **Conditions of Employment (form 631)**
- **Proof of Driver's License (copy both sides)**

To obtain copies of the Employment Application, the Qualifications Assessment Questionnaire, and Affirmation Statement, and Conditions of Employment form, go to the California Department of Education Exam Bulletins web page at:
<http://www.cde.ca.gov/re/di/jb/ssoexam.asp>.

Application package submitted without these documents will be rejected.

FILE BY MAIL OR IN PERSON:

**California Department of Education
Selection Services Office
1430 N Street, Suite 1802
Sacramento, CA 95814-5901**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

POSITION STATEMENT

Under general direction, to supervise a staff of five or more automotive equipment operators in the operation of a fleet of passenger vehicles, trucks, small-wheeled tractors, and similar

motor equipment; may instruct, lead or supervise inmates, wards or resident workers; and do other related work.

ELIGIBLE LIST INFORMATION

A Departmental Open statewide eligible list will be established for the California Department of Education in Pomona and Sacramento. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed.

Applications received without this information will be rejected. Your signature on your application indicates that the information provided is true and complete to the best of your knowledge.

MINIMUM QUALIFICATIONS

Possession of a driver license valid for operation of any bus designed to carry more than 15 passengers, any single vehicle with three or more axles, any such vehicle towing another vehicle weighing less than 6,000 pounds gross.

and

Three years of experience in the operation and care of automotive equipment.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Assessment Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

KNOWLEDGE, SKILLS, AND ABILITIES

A. Knowledge:

1. Extensive knowledge of warehouse distribution operations involving the use of various transportation equipment and delivery vehicles.
2. Knowledge of geographical territory and understanding of delivery access routes.
3. Knowledge of preventative maintenance requirements for automotive equipment to ensure compliance with the California Commercial Motor Vehicle Safety Act of 1988.
4. Extensive of knowledge of California Vehicle Code requirements pertaining to the operation of commercial vehicles in accordance with the California Commercial Motor Vehicle Safety Act of 1988.
5. Knowledge of supervisory principles, practices, and techniques to plan, oversee, and

direct the work activities of employees.

B. Skills:

1. Skill to effectively operate a commercial vehicle.
2. Skill to delegate work assignments and appropriate level of responsibility to employees in order to complete work assignments and projects.
3. Skill to effectively identify training needs of the employees.
4. Skill to provide on-the-job training to employees relating to the tasks of the position.

C. Abilities:

1. Ability to read and write English at a level required for successful job performance.
2. Ability to direct the work of others in a fair and equitable manner.
3. Ability to keep simple records and make reports.
4. Ability to assign, direct, and monitor the work task and assignment of staff.
5. Ability to evaluate the workload and delegate appropriately.
6. Ability to document, communicate and disseminate information effectively.
7. Ability to apply sound judgment and decision making protocol.
8. Ability to adapt to changing work condition/environment to achieve desired goals and objectives.
9. Ability to effectively carry out work tasks and assignments.
10. Ability to assess and adapt to inclement weather conditions.
11. Ability to assess workload and determine appropriate equipment needs.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. (See "General Information" on this bulletin for additional information and direction on how to apply for Veterans' Preference.)

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

SELECTION PLAN

This examination will consist of an evaluation of each candidate's Qualifications Assessment Questionnaire. For this reason it is important that each candidate accurately and completely fill out his or her application package as instructed.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at 916-319-0857.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification: <http://jobs.spb.ca.gov/wvpos/jobspecs.cfm>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the testing department three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at www.jobs.ca.gov, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational

Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes Section 18973.1, and 18973.5, Veterans' Preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) verifies veteran status. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CALHR Form 1093), which is available at: <https://jobs.ca.gov/Job/VeteransInformation>. Information is also available at the Department of Veterans Affairs.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Education, Selection Service Office, 1430 N Street Sacramento, CA 95814. Voice 916-319-0857, California Relay Service: Voice 1-800-735-2922 or TTY 1-800-735-2929.